



JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

<u>CLASSIFICATION:</u>	<i>OFFICE TECHNICIAN</i>
<u>TENURE/TIME BASE:</u>	<i>LIMITED TERM (24 MONTHS)/FULL-TIME</i>
<u>BUREAU/SECTION:</u>	<i>CALIFORNIA FILM COMMISSION/TAX CREDIT PROGRAM</i>
<u>SALARY:</u>	<i>\$2809- \$3515</i>

GENERAL STATEMENT:

The California Film Commission (CFC) is seeking a self-motivated individual to work in its Hollywood office. The CFC is a state program within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues, and works closely with cities and counties to create "film friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

SUMMARY:

Under general supervision, the Office Technician (OT) performs a variety of complex clerical duties requiring adaptation to various office situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. The OT regularly performs a variety of the data-entry duties and are expected to consistently exercise a high degree of initiative, independence, and attention to detail in performing assigned tasks. Positions at this level regularly require detailed and accurate handling of sensitive, confidential information and correspondences, and a proficient knowledge of computer programs and applications, regulations, policies, and procedures. Attention to detail and the ability to work independently and effectively are of primary importance at this level.

ESSENTIAL FUNCTIONS:

Participates in various general office duties, such as typing, filing and records management, document preparation, composition of correspondences, record keeping; learns policies, procedures, and techniques; performs meaningful tasks which are necessary to department programs such as computation and data entry; serve as front desk manager and assist in other related activities in the department.

- Update records in the Tax Credit Program database. Responsible for performing a wide variety of complex clerical duties within the tax credit program. Data entry duties include the following:

applicant information, production contact information, production schedule, labor statistics, qualified and nonqualified spend, local expenditures.

- Track interim responsibilities of all active productions; monitor production schedule such as start dates, hiatus periods, principal photography days, and release dates. Monitor submission of required documentation, such as call sheets and production reports. Review mandatory documentation (schedule, script, dailies) to verify hiatus deadlines. Update database with any changes as directed. Maintain official tax credit applicant materials for active, waitlisted, and inactive projects. Keep organized correspondences of confidential information, files, and folders, both electronically and paper copies. Maintain tax credit calendar in Microsoft Outlook to track start dates and hiatus returns.
- Meet and deal tactfully with the public regarding the tax credit program. Serve as the receptionist / triage manager with respect to directing calls to proper Tax Credit Program staff. Require detailed and sensitive public contact and/or independent origination of correspondence involving knowledge and application of CFC regulations, policies and procedures. Good judgment and ability to communicate effectively is of primary importance.
- Provide clerical assistance, answer phones, scan documents, make copies, distribute correspondence, cover main front desk, as needed. Maintain paper and electronic files. Arrange meeting logistics and compile, duplicate, and distribute meeting materials. Book travel for senior staff and process travel claims.
- Send out email correspondences to Tax Credit Program applicants; update waitlisted projects.

NON-ESSENTIAL FUNCTIONS:

- Provide back-up to other clerical staff in the department; other duties and research as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Current office methods, procedures, equipment, and basic math principles
- Proper filing techniques to create and maintain an organized series of necessary files to store and retrieve hardcopy And electronic information
- Office procedures (e.g., filing, answering telephones, receptionist duties, supply/equipment ordering, etc.) to perform daily assigned duties.
- Proper spelling, grammar, punctuation, and sentence structure for the English language to ensure that prepared and/or reviewed written materials are complete and accurate.

Ability to:

- Perform difficult clerical work, including ability to spell correctly
- Make arithmetical computations
- Operate various office machines
- Follow oral and written directions
- Read and write English at a level required for successful job performance
- Make clear and comprehensive reports and keep complex records and files
- Meet and deal tactfully with the public, through phone, email, or in person
- Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Maintains good attendance, dependability, and flexibility

- Expertise using Microsoft Excel, Word, Office, Outlook, PowerPoint and Access
- Maintains good work habits and adheres to all policies and procedures
- Type at a speed of not less than 40 words per minute
- Demonstrates a commitment to performing duties, accurately and effectively
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment
- Attentive to detail
- Ability to manage multiple tasks and assignments
- Excellent interpersonal skills
- Ability to work independently and in a team setting
- Ability to maintain confidentiality and adhere to the highest possible code of ethics
- Ability to work in a high energy office with ever changing priorities

APPLICATION PROCESS:

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (STD 678) and a supplemental application to Go-Biz, Human Resources, 1325 J Street, Suite 1800, Sacramento, CA 95814. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

All applicants should include their social security number (for eligibility verification) where indicated and must clearly indicate the basis for their eligibility and note position number **373-103-1139-004** in the “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678).

ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. SROA and SURPLUS applicants must submit a copy of their letter with their application. Failure to provide this information may result in automatic disqualification from the hiring process.

Applications will be screened and only the most qualified candidates will be interviewed. All methods of appointment will be considered. Applications will be accepted until position is **filled.**

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.